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PART--I-- Orders and Notifications by the Government of Tripura,
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No. F.4(13)/MBBU/Act-Stat-Ord-Reg/2018/3059 September 06, 2018

NOTIFICATION

The First Statutes of Maharaja Bir Bikram University has received the assent of the Hon'ble Chancellor of the MBB University on February 01, 2018 and hereby published for general information.

6.9.18

(Professor Gautam Kumar Basu),
Vice-Chancellor,
Maharaja Bir Bikram University,
Agartala

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[Approved by the Honourable Chancellor, Vide Governor's Secretariat U.O.No. F. 04/RB/2018 dated February 01, 2018]

NOTIFICATION

In exercise of the power conferred by sub-section (ii) of Section 57 of the Maharaja Bir Bikram University Act, 2015 (Tripura Act No. 6 of 2015), I, Gautam Kumar Basu, the first Vice-Chancellor of the Maharaja Bir Bikram University, hereby cause to frame, with the approval of the Honourable Chancellor and with the assistance of the Committee nominated by the State Government vide letter No.F. 2(450-113)-DHE/UDCA/2016 dated June 28, 2016, the Maharaja Bir Bikram University First Statutes, 2018, as follows.

6.9.18

(Professor Gautam Kumar Basu),
Vice-Chancellor,
Maharaja Bir Bikram University,
Agartala

THE MAHARAJA BIR BIKRAM UNIVERSITY FIRST STATUTES, 2018

CHAPTER I
P R E L I M I N A R Y

1. (1) These Statutes may be called the 'Maharaja Bir Bikram University First Statutes, 2018.

(2) They shall come into force on the date of their publication in the Tripura Gazette.

2. In these Statutes, unless there is anything repugnant on the subject or the context otherwise requires:

(1) 'Academic year' means a period of twelve months commencing on and from the first day of July of a calendar year and ending on the last day of June of the following calendar year.

(2) 'Act' means the Maharaja Bir Bikram University Act, 2015 (The Tripura Act No.6 of 2015).

(3) 'Chapter' means a chapter of these Statutes, unless otherwise specified.

(4) 'Clause' means a clause of the Statutes.

(5) 'Post-Graduate Studies' means studies for admission to which the necessary qualification is a Bachelor's Degree or equivalent.

(6) 'Recognised' means recognised by the Maharaja Bir Bikram University.

(7) 'Section' means a Section of the Act.

(8) 'Under-Graduate Studies' means Studies which lead to a Certificate or Diploma or Bachelor's Degree of the University and are not Post- Graduate Studies.

3. Words and expressions used but not defined in these Statutes shall have the same meanings assigned to them in the Act.

CHAPTER II
O F F I C E R S O F T H E U N I V E R S I T Y

4. Other Officers of the University:

(1) In exercise of the power conferred under Clause (vii) of Section 7 of the Act, the followings are hereby declared to be posts of Officers of the University, subject to the creation of those posts by the approval of the State Government:

(a) Librarian,
(b) Director, College Development Council,
(c) Assistant Registrar,
(d) Assistant Controller of Examinations,
(e) Security Officer,
(f) Deputy Registrar,
(g) Deputy Finance Officer,
(h) Deputy Controller of Examinations,
(i) Development and Planning Officer,

(j) Accounts Officer,
(k) Audit Officer,
(l) Estate and Trust Officer,
(m) Executive Engineer,
(n) Dean of Students' Welfare,
(o) Medical Officer,
(p) Secretary of the Board of Faculty Council for Post-Graduate Studies,
(q) Secretary of the Board of Faculty Council for Under Graduate Studies,
(r) Assistant Engineer,
(s) Deputy Librarian,
(t) Assistant Librarian,
(u) Curator of Museum,
(v) Sports Officer,
(w) Senior System Analyst,
(x) System Analyst.

(2) (a) All the Officers of University shall ordinarily be the whole time employees of the University;

Provided, for any special reason, to be recorded in writing, the University may also appoint or engage, in any of such posts of Officers, on contract basis.

(b) All such appointment or engagement shall be made on the recommendation of the Standing Committee, constituted by the Syndicate according to Section 34 of the Act.

(c) The qualifications for appointment and terms and conditions of services to the posts in the various categories of Officers of the University, not expressly prescribed under the Statutes or in the Act, Ordinances, Regulations, shall be as such as may be approved in the form of Recruitment Rules for each category of posts by the Syndicate, from time to time.

5. Allotment and Delegation of power:

(1) The Registrar, the Controller of Examinations, the Finance Officer, the Director, College Development Council, the Development and Planning Officer, the Executive Engineer and the Secretaries of the Boards of Faculties shall be under the direct administrative control of the Vice-Chancellor. If the Syndicate so decides, the same person may work as the Secretary of more than one Board of Faculty.

(2) Subject to the general authority of the Vice-Chancellor, the Accounts Officer, the Audit Officer, the Deputy Finance Officer and the Estate and Trust Officer shall be under the administrative control of the Finance Officer. The Deputy Controller of Examinations and the Assistant Controller of Examinations shall be under the administrative control of the Controller of Examinations, and all other officers, other than those mentioned at Clause (i) above, shall be under the administrative control of the Registrar.

(3) An Officer may delegate any of his powers and duties to an Officer next in rank under him or to any other Officer with the written approval of the Vice-Chancellor.

(4) Every Officer, so delegated or assigned with additional powers and duties, shall be entitled to have a copy of the order of the additional duties assigned to him by his superior Officer or the Vice-Chancellor.

6. Other Powers and Duties of the Vice-Chancellor as per Clause (v) of Section 10 of the Act:

(1) It shall be the responsibility of the Vice-Chancellor to look into that all properties, equipments and all available spaces of the University are effectively and efficiently maintained and for this purpose he may issue all such instructions as he may, from time to time, consider necessary.

(2) The Vice-Chancellor shall determine and assign the functions and responsibilities of all the Officers of the University, other than those which are expressly and specifically prescribed in the Act, the Statutes, Ordinances or Regulations.

7. Terms and conditions of service of the Vice-Chancellor:

The terms and conditions of service of the Vice-Chancellor shall be as follows:

(1) there shall be paid to the Vice-Chancellor a salary of such an amount per month, as determined by the State Government, in accordance with the recommendation of the UGC;

(2) he shall be entitled to use a free furnished residence throughout his term of office as such and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence;

(3) he shall be entitled to such retirement benefits, as may be prescribed by the State Government from time to time;

(4) he shall be entitled to travelling allowances at such rates as may be fixed by the Syndicate;

(5) he shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service;

(6) he shall also be entitled, on medical grounds or otherwise, to leave without pay for, a period not exceeding three months during the term of his office; and,
Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under Sub-Clause (5) above.

8. Deans of Faculty:

(1) There shall be a Dean of each Board of Faculty, who shall be appointed by the Vice-Chancellor, from amongst the Professors in the School by rotation in order of seniority, for a period of three years;

Provided that in case there is only one Professor or no Professor in a Board of Faculty, the Dean shall be appointed, for the time being, from amongst the Professor, if any and or the Associate Professors in the Board of Faculty, by rotation in the order of seniority; Provided further that a Dean on attaining the age of retirement shall cease to hold office as such.

(2) When the office of the Dean is vacant or when the Dean is, by reason of his illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor or Associate Professor, as the case may be, in the Faculty.

(3) The Dean shall be the Head of the Board of Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty and shall have such other functions, as may be prescribed by the Ordinances.

(4) The Dean shall have the right to be present and to speak at any meeting of the Board of Faculty, but shall not have the right to vote thereat, unless he is a member thereof.

9. Powers and duties of the Registrar:

The Registrar shall, in addition to the duties and responsibilities assigned to him under Section13 of the Act, have the following powers and duties:

(1) He shall be the custodian of the records and use common seal of the University.

(2) As the Secretary to the authorities or Committees, as prescribed under Section 13 of the Act, he shall convene the meetings of the above mentioned authorities or Committees, as required under the law or as and when directed by the Vice-Chancellor, to supply copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meeting.

(3) He shall assume responsibilities for conducting elections of the Senate, the Syndicate, and such other authorities, Boards, Committees etc., as may be specified by the Vice-Chancellor.

(4) He shall conduct the official correspondence on behalf of the University and of the authorities, Boards and Committees, as may be assigned by the Vice-Chancellor.

(5) He shall sign all papers, on behalf of the University, in connection with all legal proceedings by or against the University.

(6) He shall prepare, under directions of the Vice-Chancellor and in consultation with all departments of the University, administrative and academic, the Annual Report of the University for consideration of the Syndicate and the Senate.

(7) The Registrar shall maintain and keep in his custody a register of:
(a) Professors of the University,
(b) Teachers other than Professors of the University,
(c) Principals of affiliated colleges,
(d) Teachers not being Principals of affiliated colleges,
(e) Officers and non-teaching staff of affiliated colleges,
(f) Affiliated Colleges,
(g) Full-time students of the University and affiliated colleges.

The register, so maintained, shall be corrected every year in the month of July and brought up-to-date.

(8) He shall perform such other functions as may, from time to time, be assigned to him by the Vice-Chancellor, and render such assistance to the Vice-Chancellor, as he may require in the performance of his official duties.

(9) As the custodian of the records of the Senate, the Syndicate, and such other authorities and Committees, so appointed by the Vice-Chancellor, the Registrar shall keep such records confidential and may refuse access to them by any person other than the Vice-Chancellor except on written authorisation from the Vice- Chancellor.

10. Powers and Duties of the Finance Officer:

The Finance Officer, in addition to the powers, duties and functions assigned to him under Section 14 and 15 of the Act, shall:

(1) be the principal advisor to the Vice-Chancellor in all financial matters and shall assist him in the general administrative organisation of the University in such matters;

(2) be the in-charge of the Accounts Department of the University including collection of funds, and of general supervision over the Audit Section also and be responsible for the purpose for which it is sanctioned within the limits of budget allotments;

(3) subject to the Ordinances and the Rules and procedure laid down by the Finance Committee and with the approval of the Syndicate be responsible for:

(a) all receipts and disbursements;

(b) settlement of all bills and avoidance of undue delay;

(c) purchase of all appliances, apparatus and other effects by or for various departments;

(d) maintenance of stock register and the regular keeping thereof up-to-date.

(4) sign all cheques along with the Accounts Officer on behalf of the University provided if either the Finance Officer or Accounts Officer is unavailable, the Registrar will be one of the joint signatories;

(5) sign and execute, on behalf of the University, all contracts and agreements relating to matters of which he is in-charge, after approval of the same by the Syndicate, if not otherwise specified;

(6) be the secretary to the Finance Committee, convene its meetings under the direction of the Vice-Chancellor and keep minutes thereof;

(7) prepare, in consultation with the relevant departments of the University, the Annual Budget and the Annual statement of Accounts, for consideration of the Finance Committee before 15th November every year;

(8) exercise such other powers as may be delegated to him, and perform such other duties, as may be assigned to him by the Vice-Chancellor; and,

(9) conduct all routine correspondence relating to Accounts, Cash, Purchase and Stores, other than:

(a) the correspondence relating to import licence,

(b) matters connected as “Not Manufactured in India Certificate”, etc.,

(c) correspondence with the State Government, Central Government, University Grants Commission or other public authorities, and

(d) matters connected with the implementation of schemes;

(10) advise the Vice-Chancellor on any proposal having financial implications before any final decision is taken by the Vice-Chancellor;

(11) perform such other duties as may be provided in Statutes, Ordinances and Regulations and as may be assigned to him by the Syndicate or the Vice-Chancellor.

11. Powers and Duties of the Controller of Examinations:

(1) The Controller of Examinations shall be in-charge of the examination office of the University and shall be responsible for the administrative arrangements for the preparation, scheduling, assessment and reporting of Examinations, publication of results of all examinations and all other matters connected with such examinations. He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

(2) To conduct examinations, both at the post-graduate level and under-graduate level, fairly and objectively, the Controller of Examinations shall:

(a) determine the eligibility of students to appear at any examination on the basis of statement of session or internal assessment as well as the statement of attendance send by the Heads of Departments at the post graduate level and the Principals or Principal-in-Charges of affiliated colleges at the Under Graduate level;

(b) ensure secrecy regarding the setting and printing of question papers and examination records till publication of examination results;

(c) arrange the assistance of the teachers, in consultation with the Vice-Chancellor and, or the assistance of other staff, in consultation with the Registrar, as required for conducting an examination; and,

(d) take all necessary steps relating to the examinations as prescribed in the Ordinances, Rules and Regulations.

12. Appointment of the Director, College Development Council and his Powers and Duties:

(1) The Director of the College Development Council shall be appointed by the Syndicate on the recommendations of the Standing Committee, as formed by the Syndicate.

(2) The Director of College Development Council shall:

(a) visit the colleges at least twice in a year to apprise them of the problems of the proposed development of colleges;

(b) hold meetings of the college Principals with a view to appraising them of the ways in which the College Development Council can function effectively for the development of colleges;

(c) advise the University on all matters relating to development of affiliating colleges, such as provision of adequate facilities - academic and physical - for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;

(d) prepare a perspective plan for the development and opening of new colleges, to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;

(e) advise the University in regard to rationalisation and implementation of University's policy on affiliation of colleges;

(f) review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported;
(g) prepare Annual Report of the functioning of the Council during the year and submit the same to the Syndicate or any other authority as required under law;
(h) perform such other duties, as may be provided in the Statutes, Ordinances and Regulations, in respect to the affiliation or disaffiliation of colleges and for recognition or withdrawal of recognition of any college;
(i) perform such other duties as may be provided in Statutes, Ordinances and Regulations and as may be assigned to him by the Syndicate or the Vice-Chancellor.

13. Duties of the Deputy Registrar:
The Deputy Registrar shall assist the Registrar in the performance of his functions and shall also perform such other functions as may be assigned to him by the Registrar or the Vice- Chancellor.

14. Duties of the Deputy Controller of Examinations:
The Deputy Controller of Examinations shall assist the Controller of Examinations in the performance of his functions and shall also perform such other functions as may be assigned to him by the Controller of Examinations and the Vice-Chancellor.

15. Duties of the Deputy Finance Officer:
The Deputy Finance Officer shall assist the Finance Officer in the performance of his functions and shall also perform such other functions as may be assigned to him by the Finance Officer or the Vice-Chancellor.

16. Duties of the Development and Planning Officer:
The Development and Planning Officer shall:
(1) be in-charge of all development and planning projects of the University and shall work in consultation with the respective Heads of the Departments concerned with those projects;
(2) keep constant liaison with the Building Committee or Public Works Department, to ensure satisfactory progress of all construction works;
(3) be especially the in-charge of all U.G.C. grants including U.G.C. scholarships and Fellowships to teachers and students of the University and of supervision over their proper utilisation in consultation with the Finance Officer;
(4) report to the Vice-Chancellor of all developmental needs of the affiliated colleges under the University; and,
(5) perform such other duties that may be assigned to him by the Vice-Chancellor.

17. Duties of the Accounts Officer:
The Accounts Officer shall assist the Finance Officer in the work of the Accounts section of his office and also perform such other functions as may be assigned to him by the Finance Officer and the Vice-Chancellor.

18. Duties of the Audit Officer:

The Audit Officer shall:

(1) being the in-charge of the Audit section of the Finance Department, carry on continuous internal audit of the University Accounts, and for that purpose have free and full access, in all reasonable times, to all records relating to finance, income, expenditure, accounts and annual budget etc.; and,

(2) perform such other duties as may be assigned to him by the Finance Officer, with the approval of the Vice-Chancellor.

19. Duties of the Assistant Registrar:

The Assistant Registrar shall assist the Registrar and the Deputy Registrar, in the proper performance of their duties and also perform such other duties as may be assigned to him by the Registrar and the Deputy Registrar.

20. Duties of the Assistant Controller of Examinations:

The Assistant Controller of Examinations shall assist the Controller of Examinations and Deputy Controller of Examinations, in the proper performance of their duties and also perform such other duties, as may be assigned to him by the Controller of Examinations and the Deputy Controller of Examinations.

21. Duties of the Estate and Trust Officer:

The Estate and Trust Officer, under the supervision, directions and administrative control of the Finance Officer, shall:

(1) be the in-charge of all lands, buildings, and other properties of the University and be responsible for the proper administration of the same;

(2) look after and attend to all matters relating to acquisition of lands, buildings or other properties for and on behalf of the University;

(3) assist the Finance Officer in the management of the Trust office of the University and be responsible for the proper maintenance and administration of all assets held by the University in trust or as endowments and realisation of rents from tenants; and, perform such other duties as may be assigned to him by the Finance Officer with the approval of the Vice-Chancellor.

22. Duties of the Executive Engineer:

The Executive Engineer shall:

(1) be in-charge of the engineering department of the University;

(2) be responsible for all constructions, repairing works and maintenance of the roads, gardens, electric and water installations, buildings, and all movable and immovable properties of the University and supervision of all personnel engaged for these purposes;

(3) be responsible for preparation of all drawings, master plans, detailed plans, survey reports, electrical, road and water layouts, and of estimates for the same, and of such other works as directed by the Registrar and the Vice-Chancellor;

(4) verify all bills for labours, contracts and purchase of all kinds of building materials and passing the same for payment by the Finance Officer; and,

(5) perform such other duties as may be assigned to him by the Vice- Chancellor.

23. Duties of the Assistant Engineer:

The Assistant Engineer shall assist the Executive Engineer in the proper performance of his duties and perform such other duties, as may be assigned to him by the Executive Engineer with the approval of the Registrar and, or the Vice-Chancellor.

24. Librarian:

(1) The Librarian shall be a whole-time salaried Officer of the University, and shall be appointed in the manner prescribed by the Ordinances. He shall be the in charge of the University Library and ex-officio secretary to the Library Committee.

(2) If the Librarian, is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, may assign the Deputy Librarian for discharging the duties thereof, or may with the approval of the Syndicate, appoint a person, temporarily for a period not exceeding six months, to exercise the powers and perform the duties of the Librarian.

(3) The Librarian, shall:

(a) be responsible, with the advice and counsel of a Library Committee, for the selection, requisition and cataloguing of books, publications, electronic content and audio-video content;

(b) be responsible for developing the procedure to ensure the effective use of library facilities and materials and making of a digitized library;

(c) with the permission of the Vice Chancellor, will prepare the Library regulations for Library usage and implementation of the same on approval from the Syndicate;

(d) initiate and maintain business relationships with publishers and/or book, software, hardware, or electronic service vendors, both foreign or domestic, to negotiate, update, or cancel license and service agreements, discounts, subscriptions, approval plans, or standing orders, makes subsequent arrangements and shall follow up to resolve problems;

(e) assume responsibilities for compliance with copyright law, licenses, and Library and University policies for specified products and services, explain related issues to library users;

(f) define, specify, design, install, and /or maintain automated systems and other technologies to support library services and staff, using bibliographic, library-operation, and information-technology theories and principles for effective implementation;

(g) perform curatorial duties for a specific collection, including selection and acquisition of books, electronic resources, serials and manuscript collections, serves as primary contact with current and potential donors;

(h) have the ability to interpret subject content and a thorough understanding of the scope, authority, arrangement, and format of reference tools and online systems, bibliographic standards, collections, services, and technologies;

(i) train and assist library users in the use of electronic and print research tools, at point of need;

(j) develop, present, and assess formal instructional programs and resources designed to teach information skills in classroom settings or as a part of individual learning, using appropriate technology;

(k) supervise, train and prepare performance evaluations for professional staff, classified staff and student workers;
(l) lead and coordinate digital preservation efforts for the libraries that will ensure enduring access to the full content of digital resources over time;
(m) play a major role in the preparation and monitoring of grants, budgets, reports, long-term plans, and statistical data related to library operations;
(n) play a major role in creation and maintenance of service desk policy and procedural documentation, developing, implementing, and interpreting departmental and library policies, procedures, and documentation;
(o) demonstrate initiative through perception of critical needs and development of solutions; foster similar skills in less experienced staff;
(p) work with acquisitions librarian and collection development team to manage the collections budget;
(q) arrange library hours which will permit maximum library use by both students and staff;
(r) be responsible for annual physical verification of books, periodicals, stocks and stores of the library; and,
(s) perform such other duties as may be assigned to him by the Statutes or Regulations or by the Vice-Chancellor, under the Act.

25. Deputy Librarian:

(1) The Deputy Librarian may be a whole-time salaried Officer of the University and shall be appointed in the manner prescribed by the Ordinances.

(2) The Deputy Librarian shall assist the Librarian in the proper performance of his functions and shall perform such other duties, as may be assigned to him by the Librarian, with the approval of the Registrar and, or the Vice- Chancellor.

26. Assistant Librarian:

(1) The Assistant Librarian may be a whole-time salaried Officer of the University and shall be appointed in the manner prescribed by the Ordinances.

(2) The Deputy Librarian shall assist the Librarian in the proper performance of his functions and shall perform such other duties, as may be assigned to him by the Librarian, with the approval of the Registrar and, or the Vice- Chancellor.

27. Duties of the Dean of Students' Welfare:

The Dean of Students' Welfare shall:

(1) be the in-charge of the students' welfare office of the university;

(2) be responsible for all matters relating to students' welfare, such as discipline, health, residence, recreation, educational tours and other academic amenities of the students, and carry on continuous dialogue with the students for these purposes;

(3) act as an information and career guidance Officer to the students of the University in matters relating to vocational training and testing, employment opportunities, foreign scholarships and students in foreign Universities and institutions; and,

(4) shall also perform any other duties as may be assigned to him by the Vice-Chancellor.

28. Duties of the Medical Officer:

The Medical Officer shall:

(1) be the ex-officio secretary to the Board of Health and shall convene meetings of the Board at the direction of the Vice-Chancellor and keep minutes thereof;

(2) be the in-charge of the University Medical Centre and Hospital and be responsible for its efficient and effective functioning and maintenance;

(3) be responsible for the health examination of and medical prescription for all resident students, employees and faculty members since the date they have joined the University either as students, employees or faculty members, as the case may be;

(4) be responsible for attending, as well as taking care of and prescribing medicines for all sick resident students, during their stay in University hostels and students studying in the University or its affiliated colleges, as well as, of all teachers, Officers and other staff of the University;

(5) be responsible for the health examination and clinical tests of any regular post - graduate students of the University, on request and on being appeared at the University Hospital; and,

(6) perform any other medical duty, assigned to him by the Registrar or the Vice-Chancellor.

29. Duties of the Secretaries of the Board of Faculty Council for Post-Graduate and Under Graduate Studies:

The Secretaries of the Board of Faculty for Post-Graduate and Under-Graduate Studies shall:

(1) convene and attend the meetings of the Board, but shall not vote thereat;

(2) issue notices of meetings of the Board, prepare agenda and preserve the minutes of the meetings of the Board;

(3) be the executive Officer in-charge of the University college or colleges, constituent college concerned and all student activities connected therewith;

(4) arrange for class rooms and accommodation, prepare class schedules and other academic schedules of work of the respective academic departments in consultation with the concerned Heads of Departments;

(5) address the meeting of any Board of studies attached to that Board of Faculty but not vote thereat; and,

(6) advise the Vice-Chancellor on all academic matters under his jurisdiction and perform any other duty assigned to him by the Vice- Chancellor.

30. Duties of the University Sports Officer:

The University sports Officer shall:

(1) be the in-charge of all matters connected with sports, games and physical training of the students of the University, including selection and training of players, athletes and gymnasts, organisation of teams of players in all kinds of games, entries in trophies in and outside Tripura organisations and conduct of Annual sports; and,

(2) perform such other duties and functions as assigned to him by the Vice-Chancellor or the Registrar.

31. Duties of the Curator of the University Museum:

The Curator of the University Museum shall:

(1) be the in-charge of the University Museum and be responsible for the efficient and useful administration and management of the same;

(2) collect, purchase within University grants for the purpose, or accept donations of specimens of archaeological or historical interest, with prior approval of the Vice-Chancellor;

(3) arrange lectures on Museum and related themes by eminent scholars;

(4) purchase, repair and keep in proper condition all furniture and other accessories of the University Museum within sanctioned University grants for the purpose;

(5) certify and pass all bills connected with the University Museum(except staff salaries) for payment by the Finance Officer; and,

(6) perform such other duties as may be assigned to him by the Vice-Chancellor.

32. Senior Systems Analyst and Systems Analyst:

(1) The Senior Systems Analyst is responsible for providing and supporting computer information systems, including support for any required software suite through process analysis, configuration consultation, problem resolution, and reporting. The Senior Systems Analyst shall analyze, design, support and document computer information systems, serves as project leader by actively participating in the development of systems, managing programming, testing, quality control and implementation and provides ongoing support to users through training, maintenance and troubleshooting;

(2) The Senior Systems Analyst shall perform such other functions as assigned to him by the Registrar, or the Vice-Chancellor;

(3) The Systems Analyst shall assist the Senior Systems Analyst in the proper performance of his functions and shall perform such other duties, as may be assigned to him by the Senior Systems Analyst, with the approval of the Registrar and, or the Vice- Chancellor.

CHAPTER III
AUTHORITIES OF THE UNIVERSITY

33. Board of Faculty for Post Graduate Studies:

(1) There shall be one Board of Faculty for Post-Graduate Studies in Science and Engineering, and one Board of Faculty for Post-Graduate Studies in Arts, Commerce, Social Sciences and Professional Studies;

(2) Each Board of Faculty shall consist of the following members:
- (a) The Vice-Chancellor – Chairman.
- (b) The Dean of the Board of concerned Faculty of Post-Graduate Studies- Convenor.
- (c) The Heads of the Post-Graduate departments comprising the Faculty.
- (d) All professors of the Post-Graduate Departments comprising the Faculty.
- (e) Not more than five teachers of the concerned Post-Graduate Departments, other than professors, to be nominated by the Vice-Chancellor in terms of seniority and by rotation.
- (f) Not more than five teachers, participating in Under-Graduate teaching in the concerned subjects, nominated by the Academic council.

(3) One third of the members of the Board of Faculty for Post Graduate Studies shall be the quorum for holding its meetings.

34. Board of Under Graduate Studies:

(1) These shall be a Board of Under Graduate Studies in each subject, for teaching at the Under Graduate level.

(2) A Board of studies in an Under Graduate subject shall consist of the following members:
- (a) The Head of Post-Graduate Department in that subject, shall be the Chairman of the Board.
- (b) Two teachers of the same department, not below the rank of Associate Professor, to be nominated by the Vice-Chancellor.
 In case a Post Graduate Department does not have faculty members at the level of Professor and or Associate Professor, an Assistant Professor can be nominated by the Vice-Chancellor.
- (c) Not more than five teachers in that subject belonging to affiliated colleges, to be nominated by the Vice-Chancellor in order of seniority and by rotation.
- (d) Not more than two external experts, having special knowledge in that subject, to be nominated by the Vice-Chancellor.

(3) If there is no post-graduate department in a subject of under-graduate studies, the Board in that subject shall elect its chairman at its first meeting from among its own members belonging to category.

(4) The Academic Council may from time to time recommend to the Syndicate, the constitution of such other Board of Studies, as they may think fit.

(5) The Boards of Faculty may convene joint meeting of two or more Boards of Studies within their jurisdiction to discuss matters of common interest. Such joint meeting should be chaired by the Dean of the Faculty concerned.

35. Finance Committee-Constitution, Power and Functions:

(1) The Finance Committee of the University, to be constituted under Section 27 of the Act, shall be constituted with the following members:

(a) Vice Chancellor – Chairman,

(b) Registrar,

(c) Principal Secretary to the State Government, Higher Education Department or any other Officer nominated by him from his department, not below the rank of Deputy Secretary,

(d) Principal Secretary to the State Government, Finance Department or any other Officer nominated by him from his department, not below the rank of Deputy Secretary,

(e) Deans of the all Faculties,

(f) One member, nominated by the Senate from among its own members,

(g) One member, nominated by the Syndicate from amongst its own members, other than those in the service of the University or college or Institution admitted to the privileges of the University,

(h) One practising Chartered Accountant, to be nominated by the Chairman,

(i) The Finance Officer – Ex-Officio Secretary.

(2) The Finance Officer, being the Ex-Officio Secretary, shall convene the meeting of the Committee at the direction of the Vice-Chancellor and keep the minutes thereof; but he shall not have the right to vote.

(3) In exercising its powers and functions, the Finance Committee, shall:

(a) consider and comment on the Annual Accounts and the Financial estimates of the University, prepared and laid before it by the Finance Officer and thereafter the same shall be submitted to the Vice-Chancellor, the Syndicate or any other authority or body of the University, as required, for approval;

(b) recommend limits for the total recurring and non-recurring expenditure for the financial year, based on income and resources of the University (which in case of productive works, may include proceeds of loans);

(c) advise the Vice-Chancellor, the Syndicate or any other authority or body of the University, on the financial matters referred to it;

(d) (i) consider, at a meeting convened before the 30th November of every year, for the purpose of preparing the budget of the University, showing the estimated receipts and expenditure of the University on different accounts, for the ensuing financial year, as proposed by the Finance Officer and make recommendations pertaining to them, which along with the budget shall be forwarded to the Syndicate for examination and approval;

(ii) the budget, so approved by the Syndicate, shall thereafter be submitted to the State Government for consideration and approval before 30th November of the same year;

(e) consider, at a meeting convened before the 31st May every year, the Annual statement of accounts of the previous financial year, prepared by the Finance Officer, along with the Internal Audit Report for the same financial year, as prepared by the Audit Officer and to transmit the same with its own recommendations, to the Syndicate for examination, approval and follow up action;

(f) prepare financial accounts and internal audit rules with the approval of the Syndicate.

(4) The Finance Committee may call for any record relating to any financial proposal, or any item of accounts for its consideration or in making its recommendations on the Annual budget or annual accounts and internal audit referred to in this clause.

(5) The Finance Committee shall maintain watch over the progress of income and expenditure of the current year provided in the Annual Budget, and shall make such reports to the Syndicate from time to time, as it may think fit, on any matter affecting the finance of the University.

(6) No expenditure, beyond the approved budget grant or exceeding the budget provision, shall be incurred, without prior consideration by the Finance Committee and prior approval of the State Government.

36. Departmental Committee:

(1) There shall be an authority to be called the 'Departmental Committee', established by this Statute, in accordance with Clause (vii) of Section 18 of the Act, in every Post-graduate Department of the University, consisting of all whole time teachers. The Part-time teachers or guest teachers may attend the meetings of the Departmental Committees only as invitees and with no voting power. The Head of Department will act as Chairman of the Departmental Committee. In his absence, the senior most full time teacher of the Department will act as Chairman in the meeting.

(2) Subject to the general supervision and control of the Vice-Chancellor, the Departmental Committee shall have the following powers and functions:

(a) identification of the academic areas which need to be strengthened and recommendation of suitable measures in this regard,
(b) proper utilization of existing physical, human and financial resources,
(c) preparation of class routine,
(d) programming for co-ordination and completion of courses on schedule,
(e) making arrangements for holding examinations,
(f) taking necessary follow up action for expeditious publication of results,
(g) submission of proposals for inclusion in the annual budget,
(h) consideration of any other matter regarding departmental activities or any such matter as may be referred to it by the appropriate authority.

(3) The rules and procedure for its working shall be framed by the Departmental Committee, with the approval of the Vice-Chancellor.

37. Purchase Committee:

(1) There shall be a Purchase Committee of the University which shall consist of the following members:

(a) The Registrar - Chairman;
(b) One member of the Syndicate to be nominated by the Vice-Chancellor;
(c) The Deans of the Faculty Council for Post-Graduate Studies;
(d) Heads of the Departments concerned;
(e) One employees' representative to be nominated by the Vice-Chancellor;

(f) Two Principals of the Affiliated Colleges to be nominated by the Vice-Chancellor;

(g) The Finance Officer – Secretary; (the DDO, till the Finance Officer is appointed); and,

(h) University Accounts Officer and Audit Officer - Special Invitee.

(2) The functions of the Committee shall be to consider purchase of Writing Paper, Furniture, Equipments, Chemicals, Glassware, Stationery Goods etc. and any other matter relating to purchase of University Stores.

(3) The terms of the Committee shall be four years, under Section 37 of the MBB University Act, 2015.

38. Tender Acceptance Committee:

(1) There shall be a Tender Acceptance Committee for the University which shall consist of the following members:

(a) The Senior most Dean, Faculty Council for Post-Graduate Studies - Chairman;

(b) The Heads of the Departments concerned;

(c) The University Accounts Officer;

(d) The University Audit Officer;

(e) The Deputy Finance Officer - Secretary.

(2) The function of the Committee shall be to consider all sorts of Tenders/ Quotations etc. and any other matter relating to Tender/ Quotations etc.

(3) The terms of the Committee shall be four years under Section 37 of the MBB University Act, 2015.

39. Admission Committee:

There shall be an Admission Committee for admission to Post Graduate courses with the following members:

(a) The Vice-Chancellor – Chairman.

(b) The Deans.

(c) The Heads of Departments.

(d) The Registrar – Convenor.

40. Powers and Duties of the Admission Committee:

(1) The Admission Committee shall advise the Syndicate on the following matters:

(a) The norms for selection of candidates for admission;

(b) Relaxation of age restriction;

(c) Determining intake for each course of study; and,

(d) Such other matter as may be referred to it by the Syndicate.

(2) The Admission Committee shall arrange:

(a) admission test of any candidates applying for admission to Post Graduate programmes, if necessary; and,

(b) select candidates for admission.

(3) The Admission Committee shall meet as often as necessary. In the absence of the Vice-Chancellor, the senior most Professor/ HOD shall preside over its meeting. One third of the total number of members shall constitute the quorum.

41. Doctorate Committee:

(1) The M. Phil. / Ph. D. programme of the University will be guided by University Grants Commission (Minimum Standard and Procedure for Award of M. Phil./ Ph. D. Degrees) Regulation, 2016, along with any amendments or changes made by the UGC from time to time.

(2) There shall be a Doctorate Committee for each Board of Faculty for Post Graduate Studies for award of Doctorate degrees with the following members:

(a) The Vice-Chancellor – Chairman;
(b) The Dean of the Board of Faculty for Post Graduate Studies concerned;
(c) The Heads of the Departments of the Faculty Council concerned;
(d) One teacher each other than the Head of the Department nominated by respective Boards of Studies for a period of four years;
(e) The Registrar – non-member Secretary.

42. Powers and Duties of the Doctorate Committee:

(1) The Doctorate Committee shall have the following powers and duties:

(a) to scrutinise the applications for registration and to decide which of the candidates are to be registered;
(b) to approve the proposed titles of the thesis and appoint supervisors for candidates as recommended by the Departmental Research Committee;
(c) to prescribe regulations for the registered candidates;
(d) to cancel registration for infringement of rules or to remove the name of a registered candidate from the register if the report of the Supervisor is not favourable or for any other cause which the Committee may consider just for the purpose;
(e) to permit a registered candidate to change the title and of his thesis provided that if the main field of research is completely changed, the change being treated as fresh registration;
(f) to permit extension of the period of registration beyond five years by one year at a time on the merit of individual cases on sufficient grounds provided that such extension shall not exceed two years;
(g) to recommend to the Syndicate names of examiners for Ph. D., D. Lit., D. Sc. and Dr. Eng. Degrees;
(h) to recommend to the Syndicate names of institutions / Research Organisations/ Industries which may be recognised as approved Institutions where research work may be conducted by registered candidates;
(i) to prescribe necessary forms connected with registration and examinations;
(j) to decide if any thesis submitted for the Ph. D. degree is to be resubmitted, after taking into consideration the reports of the examiners; and,
(k) to decide on all other matters connected with registration and examination of thesis.

(2) (a) The Committee shall meet at least four times a year.

(b) The Supervisor of a registered candidate or of a candidate proposed to be registered shall be invited to participate in the deliberations of the Committee when the case of the candidate is considered.

43. Library Committee:

(1) There shall be a Library Committee of the University with the following members:
- (a) The Vice Chancellor – Chairman;
- (b) The Deans of the Faculty Councils;
- (c) The Registrar;
- (d) Two members of the Syndicate nominated by the Syndicate;
- (e) Two representatives of the non-teaching employees nominated by the Syndicate;
- (f) One expert in the field of Library Science nominated by the Syndicate;
- (g) All Heads of Departments;
- (h) The Librarian – Secretary and Convenor.

(2) One third of the total number of members shall constitute the quorum.

44. Functions and Duties of the Library Committee:

The Library Committee shall:

(1) consider all proposals for improvement and expansion of the University Library services and submit its recommendations to the Syndicate;

(2) allocate the available fund amongst the Departments of the University for purchase of books, periodicals and other documents;

(3) frame rules, including alteration and addition, for use of the Central Library and the Departmental Libraries and submit the same to the Syndicate;

(4) consider periodic and annual reports of the Librarian on the functioning of the Central Library and the Departmental Libraries and submit the same to the Syndicate with its observations;

(5) consider the following aspects of the Library services and submit its recommendations to the Syndicate:
- (a) documents of the Central and Departmental Libraries;
- (b) documents loan policy of the Central and Departmental Libraries;
- (c) inter-Library loan policy;
- (d) duration of service hours, and,
- (e) types and nature of services to be rendered by the Central and Departmental Libraries and consider all other matters relating to Library services referred to it by the Department/ Syndicate.

45. Sports Board:

(1) There shall be a Sports Board of the University consisting of the following members:
- (a) The Registrar - Chairman;
- (b) The Secretary, Tripura College Sports Board;

(c) The Dean of Students;
(d) The Deputy Director (Youth Programme) (Nominee of the State Government);
(e) Two teachers' representative (One Male and one Female) to be nominated by the University Teachers' Council;
(f) One nominee of the Syndicate;
(g) Two nominees of the Students' Council one of whom shall be a woman student;
(h) One non-teaching employee to be nominated by the Vice-Chancellor;
(i) Two teachers from the affiliated colleges to be nominated by the Director of Higher Education;
(j) Two Under-Graduate Students to be nominated by the Director of Higher Education;
(k) The University Physical Instructor/ Coach – Secretary.

(2) The function of the Sports Board shall be:
(a) to prepare the budget estimates relating to games, sports and allied matters for submission to the Finance Committee;
(b) to frame Rules and conduct different kinds of the sports and games for University students and organize their College meets etc;
(c) to prepare teams for participation in the Inter University / National/ state Level Sports and games meets;
(d) to conduct sports related conference/ refresher course/ coaching camp etc.;
(e) to arrange internal sports competitions, prepare sports calendar of the University and maintain records of University sports/ statistics;
(f) to purchase sports goods and develop infrastructure;
(g) any other matter relating to conduct of University/ College Sports.

(3) The terms of the Committee shall be four years under Section 37 of the MBB University Act, 2015.

46. Building Committee:

(1) There shall be a Building Committee of the University which shall consist of the following members:
(a) The Vice-Chancellor - Chairman;
(b) The Deans of the Faculty Council for Post-Graduate Studies;
(c) One representative of the State Public Works Department;
(d) A representative of the Planning Board of the University;
(e) The Finance Officer;
(f) The University Engineer/ Architect/ Government Architect;
(g) One nominee of the Syndicate;
(h) One teacher to be nominated by the University Teachers' Council;
(i) Head(s) of the Department(s) concerned - Special Invitee(s);
(j) The Registrar - Convenor.

(2) The Building Committee shall be responsible for finalising the plans and estimates of various building projects of the University approved by the University Grants Commission including the projects of the University and for

ensuring completion of the buildings in accordance with the accepted plans estimates and proper utilisation of the grants received from the University Grants Commission and the State Government.

(3) The Budget estimates shall be submitted to the Finance Committee for consideration.

(4) The term of the Committee shall be four years, under Section 37 of the MBB University Act, 2015.

47. Residence Allotment Committee:

(1) There shall be a Residence Allotment Committee of the University which shall consist of the following members:
- (a) The Vice-Chancellor - Chairman;
- (b) Two faculty-members nominated by the Vice-Chancellor;
- (c) One employee to be nominated by the Vice-Chancellor;
- (d) One Officer to be nominated by the Vice-Chancellor;
- (e) The Registrar - Convenor.

(2) The functions of the Committee shall be:
- (a) to frame rules and regulations for allotment of residence for submission to the Syndicate;
- (b) to consider and place the requisition for staff quarter before the Building Committee;
- (c) to prepare panel of applicants for allotment of quarters to the teaching/ non-teaching staff; and,
- (d) any other matter relating to allotment of Quarters.

(3) The term of the Committee shall be four years, under Section 37 of the MBB University Act, 2015.

CHAPTER- IV

AFFILIATION AND RECOGNITION OF COLLEGES

PART-I

48. Affiliation of Colleges:

(1) An application for affiliation shall be made before 31st October of the academic year preceding that from which the affiliation is sought, provided that the Vice-Chancellor may, in special cases, grant extension of time to 31st December for submission of application.

(2) Any affiliation, granted by the University after 30th April in a calendar year, shall take effect only from the academic session commencing in the next calendar year.

(3) Affiliation shall be granted for each separate subject and each separate standard in each separate faculty.

(4) An application for affiliation of college to the University shall be made in writing by the Governing body of the college concerned to the Registrar of the University:

(a) in case of a Government college or a college receiving grant from the State Government through the Director of Higher Education of the State; and,

(b) in any other case, direct.

49. Application for affiliation of Colleges:

(1) Every application for affiliation shall state the subject or subjects and the standard or standards in which affiliation is sought.

(2) It must show that the college concerned is a Government college or is under management of a Government Body constituted by the State Government or in accordance with the provisions, specified in the Statutes for the purpose.

(3) In case of other colleges, it must show that:

(a) adequate financial provisions have been made for continued maintenance of the college;

(b) the number and qualifications of the teaching staff and the conditions of their service are strictly in accordance with the Statutes/ Ordinances/ Regulations of the University and are actually of such standard as to ensure the imparting of adequate instruction to the students in the courses of study to be undertaken by the college;

(c) the buildings in which the college is or shall be housed are suitable in every respect for the purpose of the college and adequate provisions have been made for the residence of the students in the manner laid down by the University;

(d) provisions have been made for a sufficiently equipped college Library and for regular annual addition to the same;

(e) where affiliation is sought in any branch of experimental science, adequate arrangement has been made, or shall be made before the commencement of classes in that subject, in conformity with the requirements of the University for imparting instruction in a properly equipped laboratory or museum, as the case may be;

(f) affiliation of this college shall not be injurious to the interest of any other affiliated college in the neighbourhood or of the students thereof by involving any unhealthy competition.

(4) It shall contain stipulations to the effect that:

(a) save as otherwise provided in the Statutes and/or Ordinances, the college shall generally abide by the Statutes, the Ordinances and the Regulations of the University in force for the time being;

(b) the working hours and holidays of the college shall be such as may be specified by the University from time to time;

(c) all change in the constitution and membership of the Governing Body and all appointments, dismissals, promotions and demotions of the Principals and other teachers of the college shall forthwith be reported to the Director of College Development Council, who shall immediately report to the Syndicate through the Vice-Chancellor any irregularity in or breaches of the University directions by the college concerned;

(d) no member of the teaching staff of the college shall be allotted or allowed to lecture in a class or section of a class or to a combination of two or more classes or sections of classes having on the rolls thereof the total member as may, from time to time, be fixed by the Syndicate on the advice of the Board of Faculty;

(e) no student has been or shall be admitted to any course of instruction in the college in anticipation of affiliation;

(f) no student has been or shall be admitted into the college in consideration of any payment other than the regular fees;

(g) save as otherwise provided in Statutes/ Ordinances any other condition that may be laid down by the Syndicate, from time to time, shall be complied with.

(5) A breach of the provisions of Sub-Clauses (e) and (f) of Clause (4) may be grounds for refusal to grant affiliation.

50. On receipt of an application for affiliation of a college within the due date and prima facie complying with all the requirements of Statute 48, the Academic Council shall:

(1) direct an enquiry to be made by the Director College Development Council and such competent person or persons authorised by it in this behalf, into the matters stated in the application;

(2) call for such further information from the applicant and make such further enquiry as it may consider necessary in the matter;

(3) satisfy themselves that there is in the college adequate building accommodation both as regards the number of class rooms and the space and cubic space of each class room as well as adequate space for libraries, laboratories, students' common room and other facilities that are required for smooth functioning of a college.

51. If, upon receipt of the report of the enquiry and of further enquiry and further information, if any, the Syndicate is satisfied that there are suitable buildings and provisions for all other requirements necessary to ensure the maintenance of the standard of the proposed educational programme, it may, after considering the views of the State Government in this respect, by order, grant to the colleges, subject to the terms and conditions of affiliation laid down in these Statutes, affiliation sought for with effect from such period as may be specified in the order provided that an application for affiliation may be withdrawn by the applicant or applicants at any time before any order has been passed by the Syndicate in this regard.

52. When a college desires to add to the subjects or courses of study in respect of which it is affiliated, the procedure prescribed (laid down) in Statutes 49, 50 and 51shall, so far as they may apply, be followed.

53. Every affiliated college shall furnish to the Council through the Director, College Development Council:

(1) Immediately on the completion of each academic session a statement showing subject wise the total number of lectures delivered and the total number of practical and tutorial classes held in the college during that academic session;
(2) Such returns, reports and other information in such form or forms as the Syndicate/ Academic Council may require.

54. An affiliated college , in the affairs of which an inspection or investigation has been carried out by an order of the Syndicate, shall take within specified period, such action in respect of any matter arising out of the report of the inspection or investigation as may be specified in the order made by the Academic Council in this behalf.

55. As a condition of the grant of affiliation or continuance of affiliation, every college shall ordinarily be inspected at least once in a year by the Director, College Development Council in accordance with the provisions of the University Ordinances relating to inspection of colleges.

56. If in any affiliated college the total number of lectures delivered, or of practical or tutorial classes held, in any subject fall for three consecutive academic years, short of the minimum number of lectures or classes required under the Regulations to be delivered or held, as the case may be, or the percentage of passes, for three consecutive years, fall short in a subject, of 30 percent, of the number of students sent off for examination, the Syndicate may refuse permission to the college on the recommendation of the Academic Council to send up students for the corresponding examination of the University in such subject.

57. If any affiliated college fails to fulfil any of the terms or conditions laid down in these Statutes or in the order of affiliation, or to comply with any directive of the Academic Council, the Syndicate may pass such orders, including partial or total withdrawal of affiliation of that college, as it may consider necessary or the recommendation of the Academic Council. Provided that no action, referred to in this Statute shall be taken without giving:
(1) In the case of Government college, the State Government; or,
(2) in any other case, the Governing body of the college concerned, an opportunity of making its representation, if any, in the matter within a time limit set by the Syndicate.

58. Nothing in this chapter shall apply in the case of a college established or proposed to be established or maintained or managed by the University.

PART-II

59. RECOGNITION OF COLLEGES AS CONSTITUENT COLLEGES:
An affiliated college which has provided instruction for Post-Graduate courses of study in at least three subjects for not less than three years continuously, in conformity with the provisions of the University's Statutes, Ordinances and Regulations shall be recognized as a Constituent College:

Provided that a Professional College may be recognized as a Constituent College if it has provided instruction for Post-Graduate courses in one subject only; and
Provided further that the Syndicate may, if it considers fit and proper to do so for special reasons, relax the provisions of the Statute in respect of a college in which the instruction for Post-Graduate courses of study has been provided in less than three subjects and for less than three years.

PART-III

60. RECOGNITION OF COLLEGES AS PROFESSIONAL COLLEGES:

(1) An affiliated college shall be eligible for applying for recognition as a professional college if it has provided for not less than three years instruction primarily for programme of study leading to a degree, diploma or certificate of the University in a professional subject and has the necessary facilities and arrangements for providing such instruction.

(2) If the Syndicate thinks fit so to do, it may by order recognise any college, in which instruction is provided primarily for programmes of study leading to any degree, diploma or certificate of the University in any professional subject, to be a professional college, and may by similar order, withdraw such recognition from any University college.

61. For the purpose of recognition as a professional college, an affiliated college shall satisfy the following conditions, namely:

(1) That there are adequate financial resources for the continued maintenance and efficient functioning staff of the college.

(2) That there is suitable and adequate accommodation for students, staff, libraries, laboratories, Museums, scientific equipments, technical appliances and such other resources as may be necessary to ensure that teachers and students may accomplish the purposes to be achieved through professional instruction and that graduates are thoroughly trained and prepared, upon graduation, to serve the professional field in which they have been pursuing courses of study.

(3) That the strength and qualifications of the teaching staff and the conditions governing the tenure of Office are such as laid down in relevant chapters of these Statutes and the first Regulations.

(4) That the necessary teaching devices, specialised equipments and related materials for use by teachers are available so as to ensure that students are fully grounded in the professional techniques and trained to use the appliance, instruments and other equipments which shall be employed in the satisfactory pursuance of the profession concerned.

(5) That adequate provision has been made for a properly equipped library.

(6) That in every branch of academic discipline that has been included as a part of a professional programme of study, arrangements have been made for imparting instruction therein in a properly equipped laboratory or Museum and for providing sound training in any branch of experimental science that may be involved.

(7) That such other conditions or directions as Syndicate may, from time to time, lay down for the maintenance of the standard of professional instruction and training will be fulfilled.

CHAPTER-V
ELECTION OF MEMBERS OF AUTHORITIES OF THE UNIVERSITY

PART- I

62. Election of members of the Senate under Section 19(ii) of the Act

(1) Except as otherwise provided in the Laws, the Vice-Chancellor shall be responsible for the conduct of all elections held by the University and shall have power:
 (a) to fix the date, place and time of all elections;
 (b) to prescribe the form of notice, nomination, letter of intimation, declaration paper, ballot paper, ballot paper cover and the envelop for any election, the form of any other record to be prepared or maintained relating to an election and the instructions to be contained in the notification;
 (c) to decide, in cases of doubt, the validity or invalidity of each ballot paper or of each vote recorded thereon;
 (d) to declare the result of each election; and,
 (e) to fix:
 (i) the date of notification;
 (ii) the last date for receipt of nominations;
 (iii) the date of scrutiny of nominations and publication of list of candidates validly nominated;
 (iv) the last date and hour for withdrawal of candidature;
 (v) the date of publication of the final list;
 (vi) the date of issue of ballot paper;
 (vii) the date and hour for the poll;
 (viii) the date and hour of scrutiny and counting of votes.

(2) It shall be competent for the Vice-Chancellor when any emergency arises:
 (a) to assume the powers of Returning Officer and function as such either by himself or by deputing any other person, when in the course of the conduct of any election, the Returning Officer cannot carry on his duties; or,
 (b) to postpone the date or dates fixed in the programme for transaction of business connected with the election at any intermediate stage, recording the reasons for doing so.

(3) (a) Unless otherwise specifically provided, the decision of the Vice-Chancellor on any question relating to election shall be final.
 (b) If any question arises as to whether any person has been duly elected as or is entitled to be a member of any authority or body of the University, the Vice-Chancellor shall refer it to the Chancellor, whose decision thereon shall be final.

(4) If any question arises whether any person has been duly elected or nominated as or is entitled to be a member of any authority of the University or other body of the University, the question shall be referred to the Chancellor whose decision thereon shall be final.

(5) All casual vacancies among the members (other than ex-officio members) of any authority or other body of the University shall be filled as soon as conveniently, may be by the person or body who or which nominated or elected a member whose place has become vacant and the person nominated or

elected to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member:

Provided that vacancies arising by efflux of time among elected members of any authority or other body of the University, may be filled at elections which may be fixed by the Vice-Chancellor to take place on such days not earlier than two months from the date on which the vacancies arise, as he thinks fit;

Provided further that no casual vacancy shall be filled if such vacancy occurs within six months before the date of the expiry of the term of the members of any authority or other body of the University.

(6) No act or proceeding of any authority or other body of the University shall be invalidated merely by reason of the existence of any vacancy or of any defect or irregularity in the election or appointment of a member of any authority or other Body of the University or of any defect or irregularity in such act or proceeding not affecting the merits of the case or on the ground only that the Senate did not meet twice in any year.

63. Returning Officer:

(1) The Registrar of the University shall be the ex-officio Returning Officer for the elections held by the University, unless the Vice-Chancellor by Order authorises any other Officer of the University to be the Returning Officer.

(2) (a) It shall be the general duty of the Returning Officer, at any election to do all such acts and things, as may be necessary for effectually conducting the election in the manner provided by these Statutes.

(b) The Returning Officer may for sufficient cause, with the previous consent of the Vice-Chancellor, postpone the date or dates fixed in the programme for publication of final list of valid nominations, for dispatch of ballot papers, for poll or for scrutiny and counting of votes, when at any intermediate stage of an election any objection to any question is raised which necessitates the postponement of the programme.

64. Method of Preparation of Electoral Rolls:

(1) The Returning Officer shall maintain an Electoral Roll for each Electoral Body entitled to elect members at any election conducted by the University showing the names and addresses of all persons.

For the purpose of this Statute:

(a) A Principal or a Teacher shall be entitled to have his name included in the relevant electoral roll, even though he is on authorised leave.

(b) A Principal or a teacher of an affiliated college shall also be entitled to have his name included in the relevant electoral roll.

(c) A Principal-in-charge of an affiliated college may enrol himself as a voter in the constituency of Teachers of Affiliated colleges.

(d) Instructors and any other person, who are certified by the heads of the institutions concerned as participating in teaching work on being regularly employed, shall be deemed to be teachers for the purpose of elections under these statutes.

(2) All applications for enrolment as voters, in respect of persons related to an affiliated college shall be submitted to the Principal or Principal-in-charge of

that college and all such applications in respect of persons related to the University shall be submitted directly to the Returning Officer or the Officer appointed by the Returning Officer to receive such applications on his behalf.

(3) Each Principal or Principal-in-charge of an affiliated college, not later than fifteen days after the last date for submission of applications for enrolment as voters, fixed under this Statute, shall prepare lists of such applicants, separately for each constituency and arrange in alphabetical order according to surname and forward the same lists along with the original applications for enrolment as voters in sealed cover (s) to the Returning Officer.

(4) The electoral roll of employees other than teachers of the University shall contain the name and designation of all the regular full time employees of the University other than teaching staff but shall not include those paid from contingencies or on a part time basis.

(5) Electoral roll for election shall be prepared Department-wise and college-wise, as the case may be. The electoral roll shall include the names and college address of teachers in each subject in the colleges and in the departments maintained by the University.

(6) The number of members of the electoral colleges mentioned in section 19(ii) (g) and (h), shall be calculated on the ratio of one member for every fifty students of part thereof up to twenty five or more such students, in case of students of each affiliated college, and one member for every twenty-five students or part thereof up to fifteen students or more, in case of Post-Graduate students of each department of the University:

Provided that in case of Post-Graduate Departments where the number of students is less than fifteen, the students of all such Departments shall be grouped together by the Returning Officer, and number of electors to the Electoral College shall be calculated from this group of students on the basis of one elects for every twenty five such student or part thereof up to fifteen or have students.

(7) A person qualified to have his name included in the electoral rolls of more than one constituency or more than one institution shall indicate the constituency and/ or the institution in the electoral roll of which he wishes his name to be included and the Returning Officer shall include his name accordingly. In case of failure so to indicate the constituency and the institution the application shall be rejected.

65. Publication of electoral roll:

The electoral rolls shall be published in the University Office not less than 30 clear days before the date of notification of the election. The Returning Officer shall notify the date of publication of each electoral roll, not less than 30 clear days before the date of publication of the roll, at least in two widely circulated local daily newspapers, approved by the Vice-Chancellor for the purpose.

66. Eligibility to take part in elections:

The names of persons who are on the electoral body 60 days before the date of publication of the roll alone shall be included in the electoral roll, and such persons alone shall be entitled to participate in the election, provided that any person who

ceases to be a member of an electoral body before the date of issue of the ballot paper from the University Office shall not be entitled to participate in the election.

67. Corrections, alterations, etc., in electoral roll:
It shall be competent for the Returning Officer to make any addition, correction, alteration or deletion in any electoral roll, provided that the fact necessitating such correction or alteration or deletion is brought to his notice within 15 days after the publication of the electoral roll and that he is satisfied that such correction or alteration or deletion is necessary.

68. Election not invalid by reason of vacancies in electorate:
(1) No election to an authority of the University shall be invalid by reason of any vacancy among the persons entitled to vote at such election or on account of the non-receipt or loss during transmission of any notice, ballot paper, or any other paper connected with the election.

(2) No act or proceeding of any authority or other body of the University shall be invalid merely because of the invalidity of the election of any of the members.

69. Electoral roll of other electorates:
Separate electoral rolls showing the names and addresses of the members shall be prepared for all other elections as and when required and it shall contain the names of only those who are members of the electorate concerned, 60 days prior to the publication of the respective electoral rolls.

70. Election Disputes:
An election petition calling in question any election shall be made in writing and shall be forwarded to the Vice-Chancellor with such fees, as may be ordered by the Vice-Chancellor, remitted in a treasury, to the credit of the University Fund, so as to reach him within seven days of the declaration of the result of the election.

71. Preservation of election papers:
The nomination papers, ballot papers, declaration papers and the ballot paper covers shall be preserved in the University Office for a period of six months after the date of declaration of the results, or if a dispute arises regarding the election, until it is disposed of.

72. Prohibition of simultaneous membership:
A person who has given his nomination for election to a body or authority through more than one electorate and who has been declared elected by more than one such electorate of the same body or authority shall retain membership of only one of the electorates which he may choose within fifteen days of the declaration of the result of election. If he fails to do so, he shall be deemed to be a member of only the electorate, the result of which election has been declared first.

73. Date of effect of result of elections:
The results of all elections shall be published in the University Notice Board. Anticipatory election shall take effect from the date of occurrence of the vacancy, and other election from the date of notification of the result of the election.

74. Notification of elections:

When any vacancy occurs or is about to occur by efflux of time among the members of any University Authority or Body which has to be filled up through election, or if an election has to be conducted for the constitution of any Body, Authority, or any Committee thereof according to the provisions of the laws of the University, the Returning Officer shall, under the directions of the Vice-Chancellor, notify the fact in the University Notice Board and also simultaneously cause the notification to be published in newspapers approved by the Vice-Chancellor for the purpose. The notification shall contain the programme of the election from the date of notification of election, giving the following particulars:

(1) the date of notification,
(2) the last date for receipt of nominations,
(3) the date of scrutiny of nominations and publication of list of candidates validly nominated,
(4) the last date and hour for withdrawal of candidature,
(5) the date of publication of the final list of candidates,
(6) the date of issue of ballot paper,
(7) the date, hour and place(s) of polling stations fixed for the poll,
(8) the date and hour of scrutiny and counting of votes.

75. Presentation of nomination paper and requirements for a valid nomination:

(1) On or before the date appointed under the foregoing statute, each candidate shall either in person or by his proposer between the hours of eleven O'clock in the forenoon and three O'clock in the afternoon, deliver to the Returning Officer, at the place specified in this behalf in the notification issued under the foregoing Statute, a nomination paper in the prescribed form, which shall, on application, be supplied free of cost by the Returning Officer to any elector whose name is in the electoral roll;

Provided that no nomination paper shall be delivered to the Returning Officer on a day which is a holiday.

(2) Every nomination paper shall be proposed by an elector, whose name is in the electoral roll and seconded by another elector of the concerned constituency with his signature. The candidate shall sign a declaration on it expressing his willingness to serve on the University authority or body as the case may be, if elected. He shall also make a statement to the effect that, he is not already a member of such authority or body or if he is already a member in such capacity, his term of office would expire before the membership for which he is seeking election takes effect. The nomination paper shall reach the Returning Officer within the date and hour fixed, which shall not be earlier than 14 clear days after the date of publication of the notification in the University Notice Board, as well as in news papers.

(3) An elector may sign as proposer in only one nomination paper and no more, and if an elector signs as proposer in more than one nomination paper, all the nomination papers signed by such elector shall be held invalid.

76. Scrutiny of nominations:

All nomination papers received through the post or deposited in the box provided for the purpose in the office of the Returning Officer within the prescribed hour on

the prescribed date shall be scrutinised by the Returning Officer. The candidate or his representative, who shall be appointed in writing by him and approved by the Returning Officer, may be present at the time of scrutiny of nomination.

77. Decisions of the Returning Officer on objections:

(1) The Returning Officer shall then examine the nomination papers and decide all objections which may be made at the time to any nomination and may, either on such objection, or on his own motion, after such summary enquiry, if any, as he thinks necessary, reject any nomination, on any of the following grounds:
 (a) the candidate is ineligible for election under any law,
 (b) the seconder is a person whose name is not registered in the electoral roll ,
 (c) the signature of the candidate or seconder is not genuine or has been obtained by fraud, or
 (d) any other ground, the Returning Officer considers to be just and reasonable.

(2) The decision of the Returning Officer shall, in each case, be endorsed by him on the nomination paper in respect of which such decision is given.

78. List of candidates validly nominated:

A list of candidates whose nominations have been declared valid, shall be published with their names and addresses by affixing the same on the notice Board in the office of the Returning Officer on the same day. The name of the candidates in the list shall be in the serial order of their electoral roll numbers.

79. Withdrawal of candidature:

(1) Any candidate may withdraw his candidature by notice in writing signed by him and either sent by registered post or delivered in person or by messenger to the Returning Officer, so as to be received by him not later than the hour on the day fixed for withdrawal, which shall not be less than 5 clear days after the last date for the receipt of nominations, and the withdrawal once made shall be final.

(2) A candidate who has withdrawn his nomination shall not be eligible for re-nomination as a candidate for the same election to the same authority or body.

80. Final list of candidates:

The Returning Officer shall, after expiry of the period fixed for withdrawal of candidature, publish in the University Office, a final list of candidates validly nominated. The final list of candidates validly nominated shall show the name, roll number and the designation, if any, and address of the candidates.

81. Declaration of election of validly nominated candidates:

(1) If the number of candidates validly nominated and not withdrawn, does not exceed the number of vacancies to be filled by election, such candidate shall be declared to have been duly elected.

(2) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected, and the electorate shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancy or vacancies.

(3) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed under these Statutes.

82. Manner of recording votes:

(1) A candidate may appoint any number of polling agents, with the approval of the Returning Officer, so however that there shall not be more than two agents for a particular polling station, for a particular candidate.

(2) (a) The Returning Officer may appoint a Presiding Officer for each polling station and such polling Officer or Officers, as he thinks necessary, but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for a candidate in or about the election.

(b) If a Polling Officer is absent from a polling station, the Presiding Officer may appoint any person, who is present at the polling station, who is not disqualified to be a polling Officer under the foregoing clause, during the absence of the former Officer and inform the Returning Officer accordingly.

(c) A Polling Officer shall perform all or any of the functions of the Presiding Officer, if so directed by the Presiding Officer.

(d) If the Presiding Officer is absent owing to illness or other cause, his functions shall be performed by such Polling Officer, as has been previously authorised by the Returning Officer to perform such functions.

(e) It shall be the general duty of the Presiding Officer at a polling station to keep order thereat and to see that the poll is fairly taken. The Polling Officer shall assist the Presiding Officer in the performance of these functions.

(3) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts, within the polling station or within a distance of one hundred metres of the polling station, namely:

(a) Canvassing for votes; or,

(b) Soliciting the vote of any elector; or,

(c) Persuading any elector not to vote for any particular candidate; or,

(d) Persuading any elector not to vote at the election; or,

(e) Exhibiting any notice or sign for improving his prospects of election.

(4) (a) Voting shall be by secret ballot; no vote shall be given by proxy.

(b) The ballot box shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.

(c) Each voter has to produce a duly signed identity form which shall be prescribed by the Vice-Chancellor. Ballot papers shall not be issued to those who fail to produce this identity form.

(d) The Polling Officer shall ascertain:

(i) the identity of the voter before issue of the ballot paper, and,

(ii) that the person desiring to vote has not already exercised his franchise.

(e) At the time of issue of the ballot paper, a tick mark may be placed against the name of the elector in a copy of the electoral roll kept for the purpose and the elector shall also sign against his name in the roll.

(f) The name of the voter shall be entered in the serially numbered counterfoil and the ballot paper corresponding to that counterfoil shall be torn off after affixing the initials of the Presiding Officer there on and handed over to the voter.

(g) The voter who has received the ballot paper shall then proceed to a place screened from observation by others for marking the vote, record his vote in the manner prescribed and then proceed to the place where the ballot box is placed and deposit the same in the ballot box. The ballot paper must be deposited in the box even if the voter does not desire to record his vote for any candidate. No ballot paper shall be taken away from the polling booth.

(h) No voter shall be allowed to enter the place arranged for marking the vote when another voter is there and no voter shall remain there longer than is necessary for recording his vote.

(i) If a voter is incapacitated by physical infirmity, it shall be competent for him to record his vote by the hand of the Returning Officer or by his deputy. The Presiding Officer shall seal the slit of the ballot box immediately after the hour appointed on the day fixed for the poll and hand it over to the Returning Officer on the same day.

83. Procedure on counting:

(1) The Returning Officer shall keep in safe custody all ballot boxes and sealed covers and other election papers received by him from the Presiding Officer after the polling is over until such time as the counting of votes begins.

(2) The Returning Officer shall then seal up in separate packets the valid and invalid ballot papers, mark each packet with the description of its contents, the name of the constituency and the date of election and keep them in safe custody for a period of one month after the date of declaration of election results in each case, or dispute is disposed of.

(3) The scrutiny and counting of votes shall be conducted by the Returning Officer from the hour appointed on the date fixed for the scrutiny and counting of votes. No person shall be present at the scrutiny and counting except the Vice-Chancellor, the Returning Officer and such person(s) as the Vice-Chancellor may appoint to assist the Returning Officer, the candidate or not more than one representative of each candidate appointed by him in writing and approved by the Returning Officer. The ballot box shall be opened at the hour fixed for the scrutiny and the envelopes in the box scrutinised by the Returning Officer.

(4) A ballot paper or its cover may be held invalid and rejected, if:

(a) it is not duly marked, or

(b) it contains no record of voting, or

(c) more than one mark is placed on it against any candidate's name, or

(d) the identity of the voter is disclosed, or

(e) the number of votes recorded therein exceeds the number of seats to be filled, or

(f) the mark is so placed as to render it doubtful as to which candidate the vote has been given, or

(g) there is an eraser of voting mark of such a nature that the intention of the voter is not clear, or

(h) in the case of the constituencies, where there are reserved seats, the principles of reservations are not fulfilled by the voting marks.

(5) In each case of rejection, the word "Rejected" shall be endorsed by the Returning Officer on the ballot paper or its cover or, as the case may be.

84. Recounting:

(1) Any candidate or his agent may at any time during the counting of votes, request the Returning Officer to re-examine or recount the papers of all or any candidate and the Returning Officer shall forthwith re-examine or recount the same accordingly.

(2) The Returning Officer may, at his discretion, recount the votes either once or more than once in any case in which if he is not satisfied as to the accuracy of any previous count; provided that nothing in this Statute shall make it obligatory on the Returning Officer to recount the same votes more than once.

85. Declaration of results:

(1) The Returning Officer shall, at the end of the counting declare the names of the candidates who have been duly elected.

(2) The Returning Officer shall prepare a record in the prescribed form, showing:
(a) the number of voters who voted,
(b) the number of ballot papers rejected,
(c) The number of valid ballot papers,
(d) The number of votes obtained by each candidate,
(e) The stages at which each candidate was declared elected,

(3) The Returning Officer shall also prepare a result sheet showing the result at various stages of the counting.

PART-II

86. Election of two members of the Senate to the Syndicate:

(1) For the purpose of election of two members to the Syndicate by the members of the Senate from among its elected members under Clause (i) (h) of Section 22, the Vice-Chancellor shall, by order in writing, fix a date, which shall not be earlier than fifteen days from the date of the order for a meeting of the members of the Senate and also the time and place for such meeting and the Registrar shall , on receiving such order, send to the electors at least ten days before the date of the meeting a notice intimating the date, time and place fixed for the meeting and calling for nomination of persons (none of whom shall be an employee of the University or a college or a recognized institution or a student) for election to the Syndicate. Together with such notice the Registrar shall forward to each elector a list of the members of the Senate specifying the category to which each belongs.

(2) On receipt of the notice referred to in Clause(1) electors who wish to nominate candidates for election shall make nomination in a form prepared by the Registrar and approved by the Vice-Chancellor in this behalf, which shall be obtainable from the Registrar's Office, and forward the same to the Registrar so as to reach him not later than three days before the date fixed for the

meeting referred to in Clause(1), provided that no elector shall be entitled to nominate more than two persons for election to the Syndicate.

(3) A candidate nominated as aforesaid may withdraw his candidature by a notice in writing delivered to the Registrar not less than two days before the date of the meeting.

(4) The Registrar shall, after scrutiny, prepare a list of the duly nominated candidates for election to the Syndicate.

(5) The meeting of the electors referred to in Clause(1), the Vice-Chancellor shall preside and the Registrar shall circulate to the electors copies of the list of nominated candidates who have not withdrawn their candidature and if the number of candidates so nominated be:

(a) Only one, the Vice-Chancellor shall declare the person whose name is so proposed duly elected and the remaining seat shall be deemed to be vacant for the purpose of Sections 39 and 40 of the Act;

(b) Two, the Vice-Chancellor shall declare both the persons whose names are so proposed duly elected;

(c) Greater than two, a poll shall be taken by ballot, and the persons securing the largest and if required the second largest number of valid votes shall be declared by the Vice-Chancellor to be duly elected. In the event of an equality of votes the decision shall be made by drawing of lots in such manner as the Vice-Chancellor may decide.

(6) In case where a poll is necessary, copies of the list of duly nominated candidates circulated to the electors under Clause (4) above, shall serve as the ballot papers, and an elector, shall, if he so wishes, record his vote by putting a (x) cross mark in such ballot papers against the name of the candidate for whom he wishes to vote. The Registrar shall cause the ballot papers to be collected and after scrutiny shall count or cause to be counted the valid votes polled in favour of each candidate.

(7) For the purpose of the election, every elector shall have two votes, but no elector shall cast more than one vote in favour of any one person. A ballot paper shall be invalid for any of the reasons enumerated in Statute 82.

PART-III

87. General provisions applicable to all the elections:

(1) Subject to the provision of Section 36 of the Act all questions of eligibility for inclusion of any name in a electoral roll, or for nomination or election or whether any person has been duly nominated or elected and all other questions relating to or arising in course of any election shall be decided for immediate purposes by the Returning Officer.

(2) Not later than seven days after the declaration of the results of the elections to Senate all disputes or objections relating to any stage of that Election may be brought in writing with prima facie proofs of the same shown, before the

Election Tribunal, as provided in Section 36 of the Act, and its decision in the particular case shall be final.

88. (1) The Registrar shall prepare, in conformity with these Statutes such forms and papers as may be necessary for inviting nominations of candidates for election, nomination papers, notices of withdrawal of candidature, ballot papers, letters of intimation and envelopes for the return of ballot papers and other necessary papers for the conduct of any election and after the forms have been approved in writing by the Vice-Chancellor, they shall be used as approved forms for conducting elections.

(2) The Registrar shall maintain a file of the forms referred to in Clause (1) above together with the orders of approval of the Vice-Chancellor.

89. Notwithstanding anything to the contrary elsewhere contained in this chapter the Vice- Chancellor may, at any time, cancel any date or dates fixed in connection with any election, and fix such later date or dates instead there-of as he may think fit.

90. If on account of any lacuna or omission in the provisions of these Statutes or for any other reason whatsoever, any difficulty arises as to the holding of any election under these Statutes, or otherwise in giving effect to the provisions of these Statutes, the Vice-Chancellor, as occasion may require, may notwithstanding anything to the contrary contained elsewhere in these Statutes, give such directions, not inconsistent with the provisions of the Act, as he may think fit for the purpose of removing the difficulty.

PART-IV

91. Election Tribunal

The Chancellor shall constitute a one-man Election Tribunal under Section 41 of the Act with a person belonging to the Grade-1 of the Tripura Judicial Service who has completed 7 (seven) years service in that grade or a retired Judge of a High Court, who shall preside over the tribunal and shall be appointed on such in consultation with the Chief Justice of the High Court of Tripura.

CHAPTER – VI

REGISTERED GRADUATES CONSTITUENCY

92. The Registrar shall maintain a register which will include the names of all graduates of the University who registered their names under Statute 92 and whose registration has not been discontinued under the provisions of the Statute 94 (3).

93. Any person holding a degree (Bachelor's, Master's or Higher Degree) from the University will be entitled to have his name registered and retained in the Register of Registered Graduates on payment of the following fees:

(1) An initial fee of	100/-.
(2) An annual fee of	100/- for ten years.
(3) A compound fee of	500/- initially for permanent membership.

94. (1) The application for enrolment in the Register of Registered Graduates shall be made in the prescribed form along with the requisite fee in the form of crossed postal order or Bank Draft in favour of Maharaja Bir Bikram University payable at Agartala.

(2) On the Registrar being satisfied that the application is in order, and after receipt of the prescribed fees, he shall cause the name of the applicant to be enrolled in the Register of Registered Graduates.

(3) The annual fee shall be payable in advance by the last day of February. If any registered Graduate fails to pay the fees by that date, the Registrar shall cause his name to be removed from the register.

(4) A Registered Graduate whose name has been removed may by making payment of arrears to the University have his name re-enrolled in the Registered of Registered Graduates.

(5) No graduate shall be enrolled or re-enrolled during a period of thirty days immediately preceding an election of Registered Graduates for membership of the Senate.

(6) In this Statute the term year shall mean calendar year.

Explanation:
The date of graduation shall be the date of publication of the result of the relevant University Examination.

SCHEDULE

Form of Application for enrolment as a Registered Graduate:

To
The Registrar,
Maharaja Bir Bikram University,
Agartala, Tripura.
Pin:799004.

Sir,

I request you to kindly enrol me as a Registered Graduate of the Maharaja Bir Bikram University. The requisite fee of Rs._____is paid and particulars are furnished below:

(i) Name_____

(ii) Father's Name _____

(iii) Date of birth_____

(iv) Permanent Address_____

(v) Present Address_____

(vi) Occupation_____

(vii) University/College from which Graduated_____

(viii) Year of Graduation with name of the Degree_____

(ix) University Registration Number and year_____

(x) Roll Number_____

(xi) Particulars of postal order/ bank Draft_____

Yours faithfully,

Signature_____

Name_____

Date_____

CHAPTER - VII
NOMINATION OF TEACHERS

95. The Vice-Chancellor shall nominate fifteen teachers to the Academic Council under Section 24(ii) (g) of the Act in the manner hereinafter provided.

96. The term of Office of the nominated teachers shall be for a period of four years from the date of nomination provided that their membership will cease if they cease to belong to the category of teachers from whom they were nominated.

CHAPTER-VIII

PROVISIONS RELATING TO SERVICE AND DISCIPLINE

97. General conditions:

(1) The employees of the University shall consist of the following categories:

(a) Teachers;

(b) Officers;

(c) Non-teaching staff.

(2) The Syndicate may, with the approval of the Government of Tripura, from time to time determine the category in which a particular post or cadre may be placed.

(3) The Syndicate may, with the approval of the Government of Tripura, from time to time, fix the grades of pay of all categories of all employees of the University.

(4) The qualifications, scales of pay and allowances of different categories of employees of the University shall be such as may be prescribed by the Syndicate with the approval of the Government of Tripura and/or in accordance with the provisions made by the University Grants Commission from time to time.

(4) An employee of the University shall devote his / her whole time to the service of the University, and shall not, without the permission of the Vice-Chancellor, engage directly or indirectly in any activities which may interfere with the proper discharge of his / her duties. Provided further that this clause shall not apply to any remunerative additional work in connection with the work of a University, or a Board or the Union Public Service Commission or State Public Service Commissions or in connection with any academic and scientific conference, Seminar or Congress either in India or abroad.

(5) All employees of the University are strictly barred from being engaged in private tuition/ private business.

(7) A member of the staff may undertake part time teaching assignment in another University/Institution on a request being made by such University/Institution. The employee concerned must take prior permission for the same from the Vice-Chancellor provided that none shall be permitted to accept more than one assignment outside the University.

(8) For the interest of the University, the Vice-Chancellor may in the case of any employee and Registrar in the case of employees other than Teachers and Officers, as the case may be, require such employee to do extra work as may be assigned to him / her commensurate to the status and duties of the employee.

98. Appointments on contract:

(1) Notwithstanding anything contained in these Statutes, the Vice Chancellor with the approval of the Syndicate may in special circumstances engage an eminent person for a period not exceeding six months.

(2) The Vice Chancellor may engage any person on contract in teaching, non-teaching, ministerial staff, support staff, technical staff or any other category either on contract or on temporary basis on consolidated remuneration basis as may be decided by the Syndicate and on terms and conditions applicable to the relevant post for a period of not more than six months. Under no circumstances contractual employees can claim for any permanent absorption in the University if completed three years term. For making such appointments, the Vice Chancellor shall constitute such ad-hoc Selection Committee, as the circumstances, in case may require. Provided that such constitution of Committee shall be reported in the Syndicate for confirmation.

99. General terms and conditions of service of temporary / contractual employees:

(1) The services of a temporary employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority, or by the appointing authority to the employee.

(2) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his letter of appointment.

100. Appointing Authority:

Appointment/ engagement to all posts under the University shall be made by a resolution of the Syndicate. The formal letter of appointment / engagement shall, however, be issued under the signature of the Registrar acting on behalf of the University.

101. Declaration of Age:

An employee shall make a declaration, and submit documents thereof, of his / her age at the time of his / her entry into service based on his / her birth certificate issued by a competent authority. Such declaration based on his / her Matriculation, School Final, Madhyamik, Higher Secondary, Senior Cambridge or any other certificate approved by the Syndicate, may be accepted. After the declaration of age and acceptance of the same by the authority it shall be binding on him / her and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

102. Age of Retirement:

(1) The date of retirement of all teachers, who have been appointed as per UGC norms and as amended from time to time by the UGC and accepted and amended by the Government of Tripura, shall be the last date of the month on which he / she completes the age of retirement in accordance with the rules as framed, adopted and amended by the UGC and adopted and amended by the Government of Tripura from time to time on the basis of age as admitted under Statute related to declaration of age.

(2) The date of retirement of all Officers, who have been appointed as per UGC norms and as amended from time to time by the UGC and accepted and amended by the Government of Tripura from time to time, shall be the last date of the month on which he / she completes the age of retirement in accordance with the rules as framed, adopted and amended by the UGC and adopted and amended by the Government of Tripura from time to time on the basis of age admitted under the Statute related to the declaration of age.

(3) The date of retirement of all employees including Officers, who have been appointed as per rules of the Government of Tripura and as amended by the Government of Tripura from time to time, shall be the last date of the month on which he / she completes the age of retirement in accordance with the rules as framed, adopted and amended by the Government of Tripura on the basis of age admitted under the Statute.

103. Leave:

(1) The following kinds of leave shall be admissible with the conditions mentioned in different clauses under Statutes:

(a) Casual Leave.
(b) Earned Leave.
(c) Medical Leave / Half Pay Leave.
(d) Maternity Leave and/or Child Care Leave.
(e) Paternity Leave.
(f) Leave of absence on duty.
(g) Leave on deputation.
(h) Leave without pay.
(i) Study leave.
(j) Quarantine leave.

(2) **Casual Leave:**

Casual leave is the leave on full pay which an employee is obliged to avail for a short period not exceeding five days at a time with or without previous intimation on account of certain emergency which may arise.

Casual leave, which can neither be accumulated nor be joined with any other leave, may be granted for twelve days in one calendar year.

Casual leave can be granted by the Head of the Department/Section concerned.

Casual leave for more than five days at a time shall not be granted.

(3) **Earned Leave:**

Earned leave is the leave which is earned by an employee by discharge of duties for a certain period as hereafter mentioned and granted to him / her at the discretion of the authority on an application made by an employee at least seven days prior to the date on which he / she proposes to go on leave.

A permanent employee of the University will be entitled to earned leave for a period equal to $1/11^{th}$ of the period of duty. No employee of the University will be considered as vacation staff.

The maximum period for which a permanent employee will be allowed to accumulate Earned leave will be not more than 300 days which can be changed in accordance with the rules of the Government of Tripura as adopted and amended from time to time.

Earned leave shall be granted with full pay and admissible allowances drawn by the incumbent on the day proceeding the day on which he goes on leave.

(4) **Medical Leave/ Half Pay Leave:**

Sick leave is the leave which may be granted to an employee who becomes ill, on application being made by him / her. An employee may be granted sick leave for a period not exceeding twenty days (20) for every twelve (12) months' service completed upon an application being made and being supported by a certificate from qualified registered medical practitioner. The authority, however, may ask the employee to submit an examination by a medical practitioner appointed by the authority before granting him / her such leave.

Sick leave may be allowed initially for a period of sixty days provided he / she has accumulated such leave. In case of any extension of sick leave after sixty (60) days, an employee must submit an application before expiry of such leave supported by a certificate from a Superintendent of Subdivision Hospital or a physician of an equivalent rank or from a physician appointed by the University.

An employee who has been granted sick leave on medical certificate will be required to produce a certificate of fitness for resumption of duties after sick leave.

(5) **Maternity Leave and/or Child Care Leave:**

Maternity leave and/or Child Care leave can be granted to a female employee – permanent or temporary – on full pay at the rate she was drawing at the time of taking such leave. Provisions relating to such leave will be in accordance with the rules as framed, adopted and amended by the Government of Tripura from time to time.

(6) **Paternity Leave:**

Paternity leave can be granted to a male employee – permanent or temporary - on full pay at the rate he was drawing at the time of taking such leave. Provisions relating to such leave will be in accordance with the rules as framed, adopted and amended by the Government of Tripura from time to time.

(7) **Leave of Absence on Duty:**
An employee of the University may with previous sanction from the Vice Chancellor in the case of teachers and Officers and from the Registrar in case of other employees be considered to be on "on duty" for attending meetings, delivering academic lectures, conducting examinations or inspecting academic institutions of any recognized University or a Government or a Statutory Body or for attending meetings of any Committee constituted by Government or the annual session of any academic conference duly recognized by the University or for any other purpose deemed necessary by the authority concerned provided the total period of absence does not exceed twenty days in one calendar year.

(8) **Leave on Deputation:**
Leave on deputation may be granted to an employee of the University when he is deputed by the University to acquire special kind of experience or knowledge, including Orientation Program or Refresher Course conducted by the UGC, or when the University is requested by the Government/any other recognized academic institutions to depute an employee to represent the country abroad or is invited by another University or learned body through the University in India or abroad in an advisory capacity or deliver a course of lectures or participate in any research project.

Such a deputation shall be for a period of not exceeding one year provided that at the discretion of the Syndicate such extension can be extended for one more year.

Such leave shall be normally granted with full pay including allowances unless otherwise decided by the Syndicate in view of the teacher concerned getting salary or any other financial assistance from other sources.

(9) **Leave without pay:**
Leave without pay up to a period of two years may be granted by the Syndicate under conditions to be determined in each individual case. Such leave shall not count towards increment.

(10) **Study Leave:**

(a) Study leave may be granted by the Syndicate for advancement of knowledge and learning, for higher Studies, training or research at a University or other Institutions of higher learning, to an employee either in India or abroad.

(b) An employee of this University shall be eligible for study leave provided that he / she has provided three years' full time, continuous, active and approved service in a permanent post and is not due to retire therefrom within three years from his return from such leave.

(c) Only those teachers or other employees of the University who have put in at least three years' full time, continuous, active and approved service in a permanent post under the University shall be eligible for full pay for six months and half pay for next six months unless otherwise decided by the Syndicate on merit of each individual case.

(d) Study leave may be granted to an employee eligible for same as per provisions of the foregoing clauses for a period of not exceeding four (4) years for pursuing higher Studies leading to doctorate degree.

(e) Those, being eligible, who apply for study leave for post-doctoral Studies, teaching assignment or higher Studies or research not leading to a degree shall be granted study leave not exceeding two years. The Syndicate may grant leave beyond the limits specified above at its discretion in exceptional circumstances.

(f) An employee who has granted study leave, before proceeding to such leave, must give a written undertaking that he / she shall serve the University for period of not less than three continuous years on his / her return. The Syndicate may require the employees to furnish sureties for the due fulfilment of the undertaking mentioned above.

(g) An employee on study leave shall submit to the Vice Chancellor a progress report every six months through the Institution where, or the Instructor under whom, study or training is being pursued. Failure to submit such report or an adverse/unsatisfactory report may compel the Syndicate to revoke the leave.

(h) The employee, on return from study leave after completion of his / her study, must submit a detailed report and release order from the Institution where, or Instructor under whom, the study or training being pursued.

(i) Subject to Sub-Clause (c) hereof study leave, with or without pay, will count as service for the purpose of promotion and increment of pay but not the purpose of leave. Basic pay in arrear that might have accrued during the period of study leave consequent on revision of pay scale or on account of annual graded increments shall be paid to the employee once he / she has joined his / her post on the expiry of study leave.

(j) All applications for study leave shall, before submission to the Syndicate, be examined by a Committee consisting of the following: The Vice-Chancellor as Chairman, Dean of the concerned faculty, Head of the Department concerned, one member of the Syndicate not being an employee of the University nominated by the Syndicate, the Registrar as Convener.

(11) **Quarantine Leave:**

Quarantine leave of 21 days on full pay may be granted by the Vice-Chancellor or the Registrar as the case may be, to an employee who or a member of whose family living with him / her in the same house may be suffering from any infectious disease as listed by the State/Central Government in the matter of Quarantine leave.

104. Lien:

Lien may be granted to an employee, when appointed to another organisation, for a period of one year provided his / her application has been routed / forwarded through proper channel.

Lien will be granted only for those employees whose services have been confirmed by the University.

Lien may be extended for one more year at the discretion of the University authority.

105. Leave Encashment/Travelling Allowance/Daily Allowance and similar other matters:

Guidelines on leave encashment/travelling allowance/daily allowance and similar other matters shall be prescribed by such Rules as may be framed by the Syndicate in accordance with the Government Orders issued in this respect by the Government of Tripura from time to time.

106. Resignation:

Notwithstanding anything contained in the foregoing provisions of these first Statutes, a member of the staff of University may resign:

(a) If he is a permanent employee, only after giving three months notice in writing to his appointing authority, or by paying three months salary in lieu thereof; and,

(b) If he is not a permanent employee, only after giving one month's notice in writing to the appointing authority or by paying one month's salary in lieu thereof.

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the appointing authority.

107. Retirement Benefit and Provident Fund:

All employees of the University will be governed by Tripura State Civil Services (Revised Pension) Rules, 2015 as applicable to the employees of Government of Tripura. The employees of the University are entitled to get all retirement benefits, pension, gratuity, leave salary, commutation of pension etc. as applicable to the employees of Government of Tripura. The University itself will maintain all these accounts for all the employees.

Employees of the Maharaja Bir Bikram University will be governed by the Provident Funds Act, 1925 and General Provident Fund (Central Services) Rules, 1960 with up to date amendments made under the Act and Rules as applicable to the employees of the Government of Tripura.

108. Voluntary Retirement:

(1) At any time after an employee has completed twenty years qualifying service, he may, by giving notice, of not less than three months, in writing to the appointing authority, retire from service as per the terms and conditions laid down by the State Government, from time to time, for its own employees.

(2) The appointing authority has the right to retire the employee before superannuation as premature retirement in accordance with the provision of Central Civil Services (Retirement) Rules, 1964.

(3) An employee can retire from service on account of any bodily or mental infirmity that permanently incapacitates him from service subject to the following conditions, namely:

(a) The employee shall submit his /her application to the Registrar through Head / Section-in-Charge and produce a medical certificate from medical authority as may be specified by the ordinances;

(b) if the medical authority grants fitness certificate for a lower post, the employee, if willing may be appointed on such post only if available; and,

(c) the medical report should precede or coincide with the date of retirement.

109. Penalties:

The following penalties of any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with the procedure laid down hereinafter:

(1) Censure.

(2) Withholding of increment or promotion including the stoppage of increment at any efficiency bar, if any.

(3) Reduction to a lower stage in the time scale of pay for a specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period of reduction will or will not have the effect of postponing the future increments of his / her pay.

(4) Reduction to a lower time scale of pay, grade, post or service which shall not ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions to the restoration to the grade or post or service from which the employee was reduced and his/ her seniority and pay on restoration to that grade, post or service.

(5) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order.

(6) Compulsory retirement.

(7) Removal from service which shall not be a disqualification for future employment under the University.

(8) Dismissal from service which shall ordinarily be a disqualification for future employment under the University.

110. Disciplinary Authority:

Subject to the provisions hereinafter, the Vice Chancellor of the University shall be the disciplinary authority in respect of all employees other than those belonging to the non-teaching staff and in the case of non-teaching staff, the Registrar of the University shall be disciplinary authority, provided that the disciplinary authority

shall not be entitled to impose any punishment other than "Censure" on any employee and in case the disciplinary authority is of opinion that the gravity of the offence proved may warrant imposition of any punishment other than Censure, it shall be the duty of the disciplinary authority to place all papers including the findings of the disciplinary authority on an enquiry, if any, before the Syndicate for passing the final order as the Syndicate may deem appropriate. It shall be for the Syndicate in such case, to decide whether the finding of the disciplinary authority should be accepted or not.

111. Suspension:

(1) The disciplinary authority may place an employee under suspension:
 (a) where the disciplinary proceedings against him / her is contemplated for is pending or;
 (b) where a case against him / her in respect of any criminal offence is under investigation, enquiry or trial.

(2) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:
 (a) with effect from the date of detention, if he / she is detained in police custody on a criminal charge for a period exceeding 48 hours;
 (b) with effect from the date of his / her conviction, if, upon such conviction, he /she is sentenced to a term of imprisonment exceeding 48 hours;
 (c) where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or on review under this Statute or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his / her suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority.
 (d) During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one half of his / her basic pay and allowances in full. In the event of his / her suspension being followed by punishment he / she shall not be entitled to any further emoluments other than what he / she had already been paid from the date of his / her suspension unless the Syndicate directs otherwise.
 (e) An order of suspension under this Statue shall not be deemed to be or construed as punishment for any purpose whatsoever.

112. Pay and Allowances on Reinstatement:

(1) When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Appellate or Reviewing Authority, as the case may be, may grant him / her for the period of his / her absence from duty:
 (a) if he / she is honourably acquitted, the full pay and allowances other than the travelling allowance to which he would have been entitled, if he / she had not been dismissed or removed or suspended, less the subsistence grant;

(b) if otherwise, such proportion of pay and allowances as the Disciplinary, Appellate or Reviewing Authority may determine.

(2) In a case falling under Clause (1) (a) the period of absence from duty will be treated as a period spent on duty. In a case falling under Clause (1) (b) the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary, Appellate or Reviewing authority directs accordingly.

CHAPTER - IX

CONVOCATION

113. The degrees (other than honorary degrees) and other distinctions of the University shall be conferred at the Annual Convocation to be held every year on a date to be fixed by the Syndicate, with the approval of the Chancellor.

114. Degrees of the University including Honorary degrees shall be conferred and such medals and Post-Graduate diplomas and certificates as may be specified in this behalf by the Syndicate be awarded, at a Convocation of the University:
Provided that degrees may be conferred, and medals, diplomas and certificates may be awarded, in absentia.

115. (1) Convocations of the University shall be held for the purposes referred to in Statute 113 above on such dates and at such times and places as the Vice-Chancellor may fix in this behalf,

(2) Not less than fourteen Days' notice shall be given for the holding of Convocation, but in the case of a Convocation held for the purpose of conferring an Honorary Degree a shorter notice as the Vice-Chancellor may consider fit and proper may be given.

116. Ordinarily the degrees shall be conferred, and the medals and Post-Graduate Diplomas and certificates shall be awarded, on presentation at Convocation in the following order, namely:

(1) Honorary degrees in the order determined by the Vice-Chancellor;

(2) Special medals in the order determined by the Vice-Chancellor;

(3) Doctors' degree in the order in Faculties-of Post-Graduate Studies as may be prescribed in Section 26 of the Act and the Ordinances;

(4) Masters' Degree and Post-Graduate diploma and certificates in the order of Faculties as prescribed in Section 26 of the Act and the Ordinances and such other Post-Graduate diploma and certificates as may be decided by the Vice-Chancellor in this behalf;

(5) Medals other than Special Medals as may be decided by the Vice-Chancellor in this behalf.

Explanation:
In this chapter "Special Medal" means a medal specified by the Syndicate to be awarded at Convocation, but does not include a medal to be awarded on the results of any examination or other competition.

117. (1) For the purpose of the conferment of Honorary Degrees, the recipients of such degrees shall be presented by the Vice-Chancellor- to the Chancellor or in the absence of the Chancellor, by the Registrar to the Vice-Chancellor.

(2) The Officer so presenting the recipient of an Honorary Degree shall address the chair and say, "Respected Sir, I am privileged to present to you..... for the conferment of the degree of.....honoris causa which has been recommended by the Syndicate and confirmed by the Chancellor" and may in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honour.

(3) The Chancellor or the Vice-Chancellor, as the case may be, shall there upon, say, "the Senate of the Maharaja Bir Bikram University is pleased to confer upon you the degree of honoris causa" and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honour.

118. (1) Following the conferment of Honorary Degrees, Special Medals shall be awarded by Vice-Chancellor, on presentation by the Registrar of those to be thus honoured.

(2) In presenting the recipient of a Special Medal, the Registrar shall identify him and briefly indicate the basis of the Award using appropriate words of his own choice. The recipient of the Special Medal shall thereupon proceed to the Vice-Chancellor to receive the medal from him.

119. After the conferment of Honorary Degrees and the award of Special Medals the Vice-Chancellor shall say, "Respected Chancellor, Distinguished Guests, Honourable Members of the University community, Ladies and Gentlemen, we now come to the significant and impressive ceremony of conferring Degrees and awarding Post-Graduate Diplomas and Certificates to those students who have been examined and found qualified to receive them. All of these Degrees, Diplomas and Certificates have been recommended by the appropriate academic authority and by the Syndicate". The candidates for the Doctors, and Masters' Degrees and Post-Graduate Diplomas and Certificates will be presented by the appropriate Deans.

120. (1) Candidates for the Doctors' Degrees shall be presented faculty -wise in the order laid down in Clause (3) of Statute 116 by the Deans of the appropriate faculties of Post- Graduate Studies.

(2) The Dean of each faculty of Post-Graduate Studies shall say to the candidates for the Doctors' Degrees, "will the candidates for the conferment of the Degree of.....please stand up and remain standing until I request them to resume their seats?"

(3) The Dean shall then say to the Vice-Chancellor, "Sir, I present to you the candidates for the Degree of Doctor of.....(here mention the appropriate degree) and I pray that the Degrees for which they have been recommended may be conferred on them, "Thereafter the Dean shall say to the candidates, "Please be seated."

(4) When all the candidates for the Doctors' Degree have been so presented by the appropriate Deans, the Vice-Chancellor shall say, "all the candidates who have been presented for Doctors' Degree, please stand up. (Pause). The Senate, Maharaja Bir Bikram University of Agartala is pleased to confer upon you the Degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-Chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated".

121. (1) Candidates for the Masters' Degrees and Post-Graduate Diplomas and certificates shall be presented Faculty wise, in the order laid down in Clause (4) of Statute 116 from the University colleges or professional and constituent colleges by the Deans of the appropriate Faculties for Post- Graduate Studies.

(2) The Dean of each Faculty for Post-Graduate Studies shall say to the candidates, "the candidates who are to be presented for the Degree of Master of/Diploma in...../Certificate in.....from the University colleges/professional colleges/ constituent colleges please stand up and remain standing until I request them to resume their seats."

(3) The Dean shall then say to the Vice-Chancellor, "Sir, I present to you the candidates for the Degree of Master's of...../Diploma in...../ Certificate in.....and I pray that the Degree/ Diploma/ Certificate for

which they have been recommended may be conferred/ awarded on them". "He shall thereafter say to the candidates "Please be seated."

(4) When all the candidates for Master's Degrees and Post-Graduate Diplomas and Certificates have been so presented, the Vice-Chancellor shall say, "all the candidates who have been presented for Masters' Degrees and Post-Graduate Diplomas and Certificates please stand up. (Pause). The Senate, Maharaja Bir Bikram University is pleased to confer upon you the Degrees, Diplomas and Certificates for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-Chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

122. After the conferment of the Degrees and the award of the Post-Graduate Diplomas and Certificates, the Registrar shall call the names of recipients of medals to be awarded on the result of Examinations and other competitions, whereupon each candidate, whose name is so called, shall proceed to the Vice-Chancellor to receive his / her medal from him.

123. In the absence of the Dean of a Faculty for Post-Graduate Studies from a session of Convocation, the function of such Dean at such session shall be performed by the Registrar.

124. (1) There shall be an Academic Procession which shall include the following personnel, in the order specified below:

(a) The Registrar;
(b) The Chancellor;
(c) The Vice-Chancellor;
(d) The Guest-speaker, if any;
(e) The former Vice-Chancellors (in pairs);
(f) Members of the Senate (in pairs);
(g) Deans of Faculties;
(h) Controller of Examinations;
(i) Finance Officer;
(j) Librarian.

(2) Members of the Academic procession shall, at the commencement of a session of a Convocation, proceed to the dais in the order referred to in Clause (1) and take seats reserved for them. At the end of a session of a Convocation, whether on adjournment or on conclusion, the members of the Academic Procession shall leave the dais in the same order.

(3) When the Academic Procession enters or leaves the Convocation Venue/ Hall, as the case may be, at the beginning or end of a session of a Convocation, all members of the audience shall rise in their seats and remain standing until the members of the Academic Procession have taken their seats on the dais or until the procession has left as the case may be.

125. (1) The Chancellor, or in his absence, the Vice-Chancellor shall preside at a Convocation. The Chancellor or the Vice-Chancellor, as the case may be, presiding at a Convocation shall, for the purpose of opening the Convocation, say, when all the participants of the Convocation are properly seated, "I declare the Convocation open", and for the purpose of closing the Convocation say, at the conclusion thereof, "I declare the Convocation closed."

(2) If a Convocation extends for more than one session, the Chancellor or the Vice-Chancellor, as the case may be, presiding thereat, shall say at the end of each session other than the final session, "I declare this Convocation adjourned until.....".

126. (1) The Vice-Chancellor may invite a Guest-speaker at a Convocation, if he so desires, to deliver Convocation Address.

(2) When a Guest-Speaker is so invited at a Convocation under Clause (1) the Vice-Chancellor shall present the Guest-speaker and shall introduce him / her in appropriate words befitting the occasion.

(3) The address at Convocation by the Guest-Speaker and by the Vice-Chancellor, if he so chooses, shall be at such stages as the Vice-Chancellor may deem fit.

(4) Save as the Chancellor may, otherwise decide, the address or remarks of the Chancellor, if any, shall be made immediately before the conclusion of Convocation.

127. No person shall be admitted to Convocation unless he has an invitation card or an admit card issued to him by the Registrar.

CHAPTER - X

STUDENTS' UNION COUNCIL FOR THE UNIVERSITY STUDENTS

128. (1) There shall be a Students' Union Council for the University Students as mentioned in Clause (vi) of Section 47 of the Act to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities among students for better corporate life and ensure academic excellence.

(2) The rules and procedures for the constitution, functions, conduct of election and other matters relating to the Students' Union Council will be made by the Syndicate in the manner it deems fit and proper.

CHAPTER - XI

MISCELLANEOUS

129. Save as otherwise specifically provided in these Statutes, for a meeting of any authority of the University other than the Senate and the Syndicate or for a Joint meeting of two or more such authorities, one-third of the total number of members of the authority or authorities taken together, as the case may be, calculated to the nearest whole number, subject to a minimum of three for any authority, shall be a quorum.

130. In the case of any doubt or difficulty as to the interpretation of these Statutes, the matter shall be referred to the Vice-Chancellor and his decision thereon shall, subject to the provisions of the Act, be final.